United Nations ST/IC/1998/67

Secretariat

13 October 1998

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **1999 Language Proficiency Examinations**

1. The purpose of the present circular is to advise staff members of the registration dates and schedules for the two sessions of the United Nations language proficiency examinations to be held in 1999 in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) in order to confirm the written and spoken knowledge of the languages and to qualify for language-related incentives.

2. The 1999 language proficiency examinations and their respective registration dates are as follows:

First session	Tuesday and Wednesday, 26 and 27 January
Registration, first session	Monday to Friday, 11 January to 22 January 1999
Second session	Tuesday and Wednesday, 25 and 26 May
Registration, second session	Monday to Friday, 3 to 14 May 1999

Those who wish to take the examination in January or May 1999 may register with the Staff Development and Learning Service in room S-606 (ext. 3-7056) between 1 and 3 p.m. on the above registration dates. The language proficiency examination form should be filled out for each language examination requested at the time of registration.

3. The language proficiency examinations consist of a written part and an oral part. The schedules for the January and May 1999 written examinations are as follows:

(a) First session

Tuesday, 26 January 1999

English	9 a.m. to 12.30 p.m.
Chinese	2 p.m. to 5.30 p.m.
Russian	2 p.m. to 5.30 p.m.

* Expiration date of the present information circular: 31 December 1999.

98-30321 (E) 191098

Wednesday, 27 January 1999

French	9 a.m. to 12.30 p.m.
Arabic	2 p.m. to 5.30 p.m.
Spanish	2 p.m. to 5.30 p.m.

(b) Second session

Tuesday, 25 May 1999

English	9 a.m. to 12.30 p.m.
Chinese	2 p.m. to 5.30 p.m.
Russian	2 p.m. to 5.30 p.m.

Wednesday, 26 May 1999

French	9 a.m. to 12.30 p.m.
Arabic	2 p.m. to 5.30 p.m.
Spanish	2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the written examination time in order to allow for check-in procedures.

4. The number of the conference room in which each examination will be held will be posted in the Secretariat building on the fourth, fifth and sixth floor bulletin boards and on those in the DC1, DC2, and DC3 buildings. Candidates should check the bulletin boards, as individual notices are not sent for the written examinations.

5. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their registration.

6. Copies of sample examinations can be obtained in room S-606.

7. Candidates will receive written notification of their examination results by mid-April 1999 for the first session in January, and by the end of July 1999 for the second session in May. No results will be available prior to official notice.

8. Pending issuance of a new administrative instruction on the rules and procedures governing language proficiency examinations and language incentives, staff members are requested to consult administrative instruction ST/AI/207 of 23 December 1971 and information circular ST/IC/1997/23 of 8 April 1997, copies of which can be obtained in room S-606.

Secretariat

14 October 1998

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language and Communications Programme at Headquarters – 1999 programme**

1. Language courses in Arabic, Chinese, English, French, Russian and Spanish are organized in order to promote linguistic balance and multilingualism within the Secretariat and to improve the language capabilities of its staff as mandated by the General Assembly in its resolutions 2480 B (XXIII) of 21 December 1968, 43/224 D of 21 December 1988 and 50/11 of 2 November 1995. The purpose of these courses is to provide staff members with the opportunity to learn and use in their work the official languages of the Organization. To further enhance staff members' abilities to perform their jobs with greater competence and to develop their linguistic skills for professional development, special advanced courses in active listening and pronunciation, as well as courses in communication skills such as drafting and presentation, are offered.

2. The purpose of the present circular is to advise staff members of the registration dates and schedules for the United Nations Language and Communications Programme at Headquarters.

I. 1999 course calendar

3. The 1999 course calendar is as follows:

(a) *January 1999 term*

Language classes: 4 January–26 March
End-of-term examinations: 29 March–2 April

(b) *April 1999 term*

Language classes: 19 April–9 July
End-of-term examinations: 12–16 July

(c) *September 1999 term*

Language classes: 13 September–3 December
End-of-term examinations: 6–10 December

II. Registration

Schedule

4. The registration schedule for language and communications courses is as follows:

(a) Registration for the January 1999 term: 2–13 November 1998

(b) Registration for the April 1999 term: 22 February–5 March 1999

(c) Registration for the September 1999 term: 7–18 June and 30 August–3 September 1999

(d) Registration for the January 2000 term: 1–12 November 1999

* Expiration date of the present information circular: 31 December 1999

98-30566 (E) 231098

Procedure

5. New participants may register for a language course by filling out a registration form, which may be obtained from the Language and Communications Programme, room S-606, during the established registration period between 1 and 3 p.m., and returning it to the same room before the published deadline. Those who have some prior knowledge of the language they wish to study must make an appointment for a placement test when they register.

6. Once registered, participants will be given an opportunity in class before the end-of-term examination to renew their registration for regular courses in subsequent terms. Participants are advised that if they fail to register at that time, they will be dropped from the programme unless they have submitted a written explanation of their special circumstances to the appropriate language coordinator.

7. All those who wish to participate in conversation classes or special courses, such as the advanced reading workshops, the pronunciation workshops or communication skills courses, must fill out the appropriate form, which may be obtained in room S-606 during the registration period.

8. Returning participants who have been absent from a course of study for two terms or more will be required to take a placement test in order to re-enrol in the programme.

Language of study

9. Prospective participants are advised to exercise particular care in choosing the language in which they wish to take either a regular or an accelerated course, for they may register for only one such course each term and may not interrupt a course of study in one language in order to begin studying another without the authorization of the Staff Development and Learning Service. Students in the programme must write to the staff development officer in charge of the Language and Communications Programme to request such a change.

Notification of enrolment

10. Staff members and other participants whose registration is current or who have registered during the established registration period should check the class lists, which will be posted on the sixth floor of the Secretariat building in the SA-B classroom area and on the second floor of the DC2 building during the week before the beginning of each term.

Cancellation of registration

11. Participants who believe that they will be unable to complete the course in which they are enrolled and wish to withdraw must do so by completing the change-of-registration form in room S-606 between 1 and 3 p.m. within the first two weeks of the term. If those students wish to re-register for the same course in a subsequent term, they must come in person to room S-606 during the announced registration period to complete the necessary registration forms. Paying participants who cancel their registration after this two-week period will be considered participants for the term, and will be charged the full fee for each course in which they have registered (i.e., no tuition fees are refunded after the second week of classes). Further, they will be treated as repeaters when they register for the same course in a subsequent term.

III. Language courses

12. Four types of language courses are offered each term: regular, accelerated, conversation and specialized courses. In addition, the Staff Development and Learning Service designs and conducts special job-related language courses to meet specific language needs at the request of departments.

Regular courses

13. Regular courses meet for one-hour periods, three or four times a week, depending on the level. Classes are offered at the following times:

Before work:	8.30 a.m.
Lunch hour:	12 noon, 1 p.m. and 2 p.m.
After work:	5.45 p.m. (6.15 p.m. during the General Assembly session)

14. Not all levels of a given language are offered at each of these times. Draft schedules, posted in room S-606, should be consulted at the time of registration. Every effort will be made to place registrants according to the time preferences they indicate; however, because the number of places in lunch-hour courses is limited, there is no guarantee that registrants will be given the time they have chosen.

Accelerated courses

15. Accelerated courses are offered as an intensive alternative to the regular programme. Classes meet five days a week from 8.30 to 9.30 a.m. Written authorization is required for staff members wishing to take such courses.

This authorization must be renewed each time the staff member registers for an accelerated course.

Conversation courses

16. Conversation courses are provided for staff members who have passed the language proficiency examination or who have a sufficiently advanced knowledge of the language. Those enrolled in the upper four levels of a language programme are also eligible to participate. The purpose of these courses is to develop oral expression and to supplement the instruction provided in the other courses. Conversation classes meet two hours a week.

Special courses

17. Specialized language workshops in a variety of language skill areas are offered; advanced reading, listening and pronunciation skills workshops are available. These workshops allow participants to focus on and improve their abilities in specific skill areas. At the time of registration, participants may check which workshops are available in the language they wish to study.

IV. Communication skills

18. To address the needs of the Organization for staff members to develop their communication skills for work-related purposes, courses have been developed as indicated in the report of the Secretary-General on the implementation of the strategy for the management of the Organization's human resources (A/C.5/51/1).

19. The writing training component of communication skills addresses the need to improve the drafting skills of staff members whose functions require them to draft in a working language of the Organization. Writing workshops, which include courses in expository writing, drafting letters and memoranda (English and French) and report writing, generally meet from 3 to 5 p.m., one day a week.

20. Staff are requested to consult the staff development site of the United Nations Intranet under the "Staff Services" heading or the Staff Development Programme booklet, copies of which are available in room S-606, for a description of these courses.

V. Additional information

Self-study and resource centre

21. The Staff Development and Learning Service operates a self-study and resource centre (DC2, room 203) containing a multimedia laboratory for individual study. The self-study centre offers audio and video materials, computer software and CD-ROM, as well as language training manuals, which are geared to the further development of acquired linguistic skills for United Nations-related purposes. Some communication skills self-study materials are also available.

22. The hours during which the self-study and resource centre are open are posted on the bulletin boards on the second floor of the DC2 building and the sixth floor of the Secretariat building at the beginning of each term so that staff can avail themselves of this resource. All students in the first three levels of a language programme are to work on developing their skills in the centre at least one half hour per week in addition to their class work.

Lunch-hour attendance of language courses

23. Supervisors are requested to permit staff members attending classes during their lunch hour 20 minutes for a quick meal before resuming their work.

Absenteeism

24. Participants are advised that those who fail to attend class during the first week of the term will automatically be dropped from the class list, and their places may be allotted to persons on the waiting list unless they have informed the language coordinator in writing. Absences from class during the term should be explained in writing to the appropriate language coordinator.

Course materials

25. Participants will be informed on the first day of class of the materials that will be used during the course. Textbooks assigned for specific language courses are available for purchase in the United Nations bookshop, located in GA-032A. It should be noted that course materials produced by the Staff Development and Learning Service are intended for use exclusively by participants in the language courses offered by that Service.

End-of-term examinations

26. Examination schedules are posted during the last month of classes. Participants are advised that examinations are an integral part of the language programme, and it is

mandatory to take them. Participants who do not sit for the end-of-term examination will be dropped from the programme unless they have submitted adequate written explanation to the appropriate coordinator in advance of their absence.

27. Examinations are given after the last week of classes for regular and accelerated courses to determine whether a participant will pass to a higher level or repeat the course. The examinations consist of written and oral components, both of which must be passed to enable a participant to go on to the next level. Participants who fail a course may arrange to have a general discussion of the results of their examination by making an appointment with the appropriate language coordinator one week after the beginning of a term.

28. Participants who are prevented by compelling circumstances from taking the examination as scheduled and who wish to request a make-up examination must write a memorandum to the coordinator of the language they are studying.

Language proficiency examination

29. The United Nations language proficiency examination is the official test of a staff member's knowledge of a language and may be taken both by participants who have completed the last level of a language course and by staff members who have achieved proficiency from outside sources. The language proficiency examination will be given on 26 and 27 January and 25 and 26 May 1999. The application to take this examination must be made separately. Further details will be provided in the information circular on the 1999 language proficiency examinations. There are no make-up examinations for the language proficiency examination.

VI. Enquiries

30. The information desk in the Secretariat building, located in room S-606, is open from 1 to 3 p.m. on weekdays for enquiries.

31. Telephone numbers to call for information:

Information desk:	963-7056
Self-study and resource centre:	963-2482
Language proficiency examinations:	963-9503

Pedagogical enquiries and appointments with language coordinators and head teachers:

Arabic:	963-9506
Chinese:	963-2481
English:	963-2188
French:	963-7019 and 963-5153
Russian:	963-7063
Spanish:	963-7026

Teachers' room (1B-24):	963-5155
Teachers' room (DC2-201):	963-2480
Fax machine for Language and Communications Programme office, room S-606:	963-6016

Staff members who wish to consult a language coordinator or head teacher should telephone in advance to make an appointment.

32. Pending preparation and issuance of an administrative instruction on the rules and procedures governing eligibility and tuition fees for the Language and Communication Skills Programme conforming to the provisions of ST/SGB/1997/1, staff members are requested to consult information circular ST/IC/1996/77 dated 18 December 1996, copies of which can be obtained in room S-606.

United Nations ST/IC/1998/69

Secretariat

14 October 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Central Support Services

Subject: **Indoor air quality inspection of the Headquarters buildings**

1. The purpose of the present circular is to inform members of the staff that semi-annual indoor air quality tests and inspections of the Headquarters complex are scheduled for 9–20 November 1998. The work will be performed during normal office hours according to the following schedule:

304 East 45th Street (FF Building)	9 November
DC-1 Building	10 November
DC-2 Building	11 November
UNITAR Building	12 November
345 Park Avenue South (Archive Building)	13 November
North Lawn Building	16 November
Conference Building	16–17 November
Secretariat Building	17–19 November
General Assembly Building	18–19 November
Library Building	19–20 November

2. For further information, please contact the Plant Engineering Section of the Facilities Management Division at extension 3-7376.

* Expiration date of the present information circular: 30 November 1998.

98-30568 (E) 201098

United Nations ST/IC/1998/70

Secretariat

14 October 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **1999 competitive examination for accounting clerks**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the 1999 competitive examination for accounting clerks, in accordance with the provisions of administrative instruction ST/AI/1998/4 of 10 February 1998.

2. The 1999 competitive examination for accounting clerks will be held in February 1999 in New York.

3. The minimum entrance criteria for eligible staff members are as follows:

(a) Have at least a bachelor's degree or equivalent in the field of accounting; **or**

(b) Have at least five years of experience in the field of accounting.

4. In addition to the minimum entrance criteria stipulated above, staff members who sat for a previous examination for accounting clerks must meet the following conditions:

(a) Have achieved a mark of at least 25 per cent on the overall score of that examination;

(b) Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for Accounting a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the examination for accounting clerks more than four times within a 10-year period.

6. The written examination will consist of one paper covering basic accounting principles and practice. The use of any reference material is not permitted during the written examination. Staff members may bring their own calculators. Personal computers are not allowed.

* Expiration date of the present information circular: 31 December 1999.

98-30570 (E) 261098

7. On the basis of the results obtained in the written examination, the Board of Examiners for Accounting will invite selected candidates to an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview **should not** assume that they will be offered an assignment.

8. Candidates who successfully complete the written examination and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for accounting clerks at the United Nations in New York will be filled. Candidates may then be selected depending on the needs of the United Nations and the availability of posts. All successful candidates from the 1999 examination will receive an offer for an accounting clerk's post prior to the selection of any candidates from the next competitive examination for accounting clerks. Accounting clerks will be required to work in a fully computerized environment.

9. Successful candidates selected to fill vacancies will be assigned as accounting clerks for a trial period of six months. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided the posts they are on are regular posts. In the case of staff members placed on temporary posts (i.e., replacement of a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to their posts at their previous levels or assigned to a similar post in a different area.

10. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and the present information circular may apply by completing the attached application form and forwarding it to: 1999 Competitive Examination for Accounting Clerks, Operational Services Division, Office of Human Resources Management, Room DC1-0200, One United Nations Plaza, New York, NY 10017, by 18 December 1998. Written proof of educational qualifications obtained must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of application. Extensions for receipt of applications will not be granted.

11. The present circular supersedes information circular ST/IC/1998/15 of 10 February 1998.

Annex

Application for the 1999 competitive examination for accounting clerks[a]

Index No.[b] _ _ _ _ _ _ _

Last name _ Category _ _ Level _ _

First name _ Sex: Male _ Female _

Date of entry on duty: Month _ _ Year 1 9 _ _

Type of contract: _____ Expiration date: _ _ / _ _ / _ _ _ _

Department/Office[c] _____

Duty station: _____ Room number: _____ Extension: _____

Have you taken this examination before? No _ Yes _ If yes:

in 1 9 _ _ in 1 9 _ _ in 1 9 _ _ in 1 9 _ _

What is your main language? _

A. Knowledge of other languages

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read	Understand	Speak	Write
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily

C. University degree or equivalent or post-secondary educational qualifications [d]

Name of institution (place and country)	Language of instruction	Attended from/to		Degree[d] or equivalent	Main field of study
		month/year	month/year		

D. Secondary school qualifications

Name of institution (place and country)	Language of instruction	Attended from/to		Certificate or equivalent[d]	Main field of study
		month/year	month/year		

E. Courses taken in relation with accounting/auditing

Title	Description	Attended from/to		Number of hours/credits	Main field of study
		month/year	month/year		

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1998/70 and I understand that, if I am successful in the competitive examination for accounting clerks and recommended for inclusion in the roster, my assignment as an accounting clerk will be subject to my acceptance of the conditions of service indicated in paragraphs 8 and 9 of that circular.

Date: _____ Signature: _____

Notes

[a] Staff members applying for this examination **must complete this section**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Operational Services Division of the Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications in the Operational Services Division of the Office of Human Resources Management will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[b] Appears on your Identification Pass.

[c] Please indicate Department/Office.

[d] Give exact name and title in the original language. Do not translate or equate.

United Nations ST/IC/1998/71

Secretariat

20 October 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached lists include placements and promotions approved in August and September 1998.

* Expiration date of the present information circular: 31 December 1998.

98-31420 (E) 261098

Annex I

Placement and promotion
1 to 31 August 1998

Name	*Gender*	*Releasing department office*	*Receiving department office*	*Post level*	*Vacancy number*
Promotion					
Aguirre, Norma	F	DM/OHRM	DM/OHRM	P-3	98-A-HRM-254-NY
Hicuburundi, Alice	F	OLA	OLA	P-3	98-L-OLA-266-NY
Lee, Jaeho	M	DPKO	OIOS	P-3	98-F-010-233-NY
Mrkic, Srdan	M	DESA	DESA	P-3	98-M-ESA-236-NY
Shmatko, Victoria	F	OIOS	OIOS	P-3	98-F-010-230-NY
Bonapace, Tiziana	F	ESCAP	ESCAP	P-4	98-E-ESC-250-BA
Chau, Lily	F	DPI	DPI	P-4	98-I-DPI-205-NY
Cianci, Mario	M	DM/OHRM	DM/OHRM	P-4	98-A-HRM-255-NY
Goettsche-Wanli, Gabriele	F	OLA	OLA	P-4	98-L-OLA-265-NY
Weisbrot, Barada	F	DM/OHRM	DM/OHRM	P-4	98-A-HRM-255-NY
Axenidou, Antigoni	F	OLA	DM	P-5	98-L-DOM-026-NY
Bashrahil, Mohamed	M	ESCWA	ESCWA	P-5	•
Baumann, Renato	M	ECLAC	ECLAC	P-5	97-A-ECL-432-BR
Chami, Andree	F	DM/OHRM	DM/OHRM	P-5	98-A-HRM-096-NY
Cram-Martos, Virginia	F	ECE	ECE	P-5	97-E-ECE-122-GE
Draz, Sami	M	UNOG	UNOG	P-5	97-T-UNG-219-GE
Gatehouse, Martin	M	UNOG	UNOG	P-5	98-T-UNG-211-GE
Mungai, Joseph	M	UNCHS	UNCHS	P-5	97-A-HAB-068-NA
Raevsky, Marianne	F	UNOG	UNOG	P-5	97-T-UNG-218-GE
Samore, Evelyn	F	DPI	DPI	P-5	•
Smith-Lemarchand, Christine	F	DGAACS	DGAACS	P-5	98-T-DGA-106-NY
Caballeros, Romulo	M	ECLAC	ECLAC	D-1	97-A-ECL-112-ME
Djermakoye, Aminata	F	UNOG	UNOG	D-1	•
O'Con-Solorzano, Thelma	F	DPI	DPI	D-1	98-I-DPI-063-TO
Placement					
Al-Khalidi, Thouka	F	ESCWA	ESCWA	P-5	97-E-ECW-132-BE
Bolger, Christopher	M	ECLAC	DM	P-3	98-F-DOM-259-NY

• The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/413.

Annex II

Placement and promotion
1 to 30 September 1998

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Promotion					
Desouza, Susan	F	OCHA	OCHA	P-3	98-A-OCH-520-GE
Johnson, Sheryl	F	OIOS	DM/OPPBA	P-3	98-F-OPB-007-NY
Kendrex, Kimberly	F	DPI	DPI	P-3	98-I-DPI-286-NY
Leber, Carol	F	DM/OCSS	DM/OCSS	P-3	98-A-DOM-261-NY
Lee, Sejong	M	DM/OPPBA	DM/OPPBA	P-3	98-F-OPB-252-NY
Lopez, Angel	M	DM	DM	P-3	98-A-DOM-264-NY
Tamaru, Masaaki	M	UNOG	UNOG	P-3	98-F-UNG-512-GE
Wangay, Tsering	M	ESCAP	DM/OPPBA	P-3	98-F-OPB-252-NY
Williams-Baker, Unis*	F	DM/OPPBA	DM/OPPBA	P-3	98-F-OPB-252-NY
Basch, Thuy Nguyen	F	DM/OPPBA	DM/OPPBA	P-4	98-D-OPB-248-NY
Bentsi-Enchill, Kwegyir	M	DPI	DPI	P-4	98-I-DPI-244-NY
Chakravartty, Indu	F	DPA	DPA	P-4	98-P-DPA-267-NY
Chan, Kwong-Wah	M	DGAACS	DGAACS	P-4	97-T-GAA-425-NY
Chikvaidze, David	M	OCHA	EOSG	P-4	98-S-OSG-066-NY
El-Rafei, Ghada	F	DGAACS	DGAACS	P-4	98-T-GAA-235-NY
Estrella-Faria, Jose	M	OLA	OLA	P-4	98-L-OLA-258-VI
Rodriguez, Danilo	M	DM/OPPBA	DM/OPPBA	P-4	98-F-OPB-249-NY
Shakir, Abdul	M	DGAACS	DGAACS	P-4	98-T-GAA-235-NY
Strohmann, Christian-Holger	M	UNCHS	UNEP	P-4	97-X-UNN-130-NA
Wenzel, Victoria	F	DPKO	DPKO	P-4	97-F-DPK-324-NY
Baez, Mario*	M	ECLAC	ECLAC	P-5	98-A-ECL-022-SC
Boivin, Catherine	F	DGAACS	DGAACS	P-5	98-P-GAA-014-NY
Ganin, Vitaly	M	DPA	DPA	P-5	97-P-DPA-417-NY
Lucas, Jonathan	M	ODCCP	ODCCP	P-5	98-A-DCP-115-VI
Tahindro, Andre	M	OLA	OLA	P-5	98-L-OLA-093-NY
Kan, Gloria	F	DESA	DESA	D-1	98-S-ESA-203-NY
Rana, Swadesh	F	DDA	DDA	D-1	**
Lone, Salim	M	DPI	DPI	D-2	98-I-DPI-035-NY
Placement					
Barghout, Alma	F	DGAACS	UNOG	P-3	97-T-UNG-577-GE
Hajji, Hamid	M	ESCWA	UNOG	P-3	97-T-UNG-577-GE
Valmalette, Alain	M	UNOG	DGAACS	P-3	98-T-DGA-299-NY

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Apiado, Rebecca	F	ESCAP	DM/OPPBA	P-4	98-F-OPB-249-NY
Charnsupharindr, Anchalee	F	ESCAP	DM/OHRM	P-4	98-A-HRM-255-NY
Stamatopoulou-Robbin, Elissavet	F	DM	CHR	P-5	98-L-CHR-092-NY

* The Secretary-General approved the placement of the staff member against the post at his current level. The promotion of the staff member against the post will be implemented when the staff member has reached the established seniority in grade for regular promotion to the higher level.

** The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/413.

United Nations ST/IC/1998/72

Secretariat

20 October 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached lists include placements and promotions approved in August and September 1998.

* Expiration date of the present information circular: 31 December 1998.

98-31422 (E) 261098

Annex I

Placement and promotion
1 to 31 August 1998

Name	*Gender*	*Releasing department office*	*Receiving department office*	*Post level*	*Vacancy number*
Promotion					
Hein, Nayana	F	DPA	DPA	G-5	98-G-DPA-042-G5
Pfond, Elene	F	DESA	DESA	G-5	•
Rosinel-James, Francette	F	DM/OHRM	DM/OHRM	G-5	98-G-HRM-031-G5
Vasic, Predrag	M	UNJSPF	UNJSPF	G-5	98-G-JPF-032-G5
Wang, Li	F	DESA	DESA	G-5	•
Danilova, Alla	F	DPI	DPI	G-6	98-G-DPI-044-G6
Gatchalian, Victoria	F	DM/OHRM	DM/OHRM	G-6	97-G-HRM-112-G6
Goss, Maria Carmencita	F	DM/OHRM	DM/OHRM	G-6	97-G-HRM-112-G6
Guy, Sandra	F	DPI	DPI	G-6	98-G-DPI-043-G6
Kriveloff, Estrellita	F	DESA	DESA	G-6	•
Mahaya, Venetta	F	DM/OHRM	DM/OHRM	G-6	97-G-HRM-112-G6
Rossi, Maria	F	DESA	DESA	G-6	•
Villanueva, Milagros	F	DM/OHRM	DM/OHRM	G-6	97-G-HRM-112-G6
Marx, Rosalind	F	DESA	DESA	G-7	98-G-ESA-048-G7

• The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/413.

Annex II

Placement and promotion
1 to 30 September 1998

Name	*Gender*	*Releasing department office*	*Receiving department office*	*Post level*	*Vacancy number*
Promotion					
Torres, Luis	M	DGAACS	DGAACS	TC-4	98-G-DGA-039-TC
Hunte, Ricardo	M	DGAACS	DGAACS	TC-5	98-G-DGA-041-TC
Perez, Alvaro	M	DGAACS	DGAACS	TC-5	98-G-DGA-041-TC
Picache, Joel	M	DGAACS	DGAACS	TC-6	98-G-DGA-021-T6
Wilson, Wendell	M	DGAACS	DGAACS	TC-7	98-G-DGA-021-T7
Arauz, Alicia	F	DESA	DESA	G-5	*
Gomez, Luz Mary	F	DM/OCSS	DM/OCSS	G-5	97-G-OCS-049-G5
Lacson, Naoemi	F	DESA	DESA	G-5	97-G-DSM-043-G5
Tsige, Meheretu	F	UNJSPF	UNJSPF	G-5	*
Valentin, Eduardo	M	UNJSPF	UNJSPF	G-5	*
Wilk, Carol	F	UNJSPF	UNJSPF	G-5	*
Wynn, Thet	M	DM/OCSS	DM/OHRM	G-5	98-G-HRM-033-G5
Young, Althea	F	DM/OCSS	DM/OCSS	G-5	97-G-OCS-049-G5
Felli, Augustine	M	UNJSPF	UNJSPF	G-6	*
Khan, Stara**	F	UNJSPF	UNJSPF	G-6	*
Mbaye, Cheikh**	M	UNJSPF	UNJSPF	G-6	*

* The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/413.

** The Secretary-General has approved the promotion of the staff member to the G-5 level against a post at the G-6 level.

United Nations ST/IC/1998/73

Secretariat

28 October 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations Staff Relief Committee for Victims of Hurricane Georges in the Caribbean**

1. From 20 to 22 September 1998, several islands of the Caribbean were struck by Hurricane Georges, resulting in loss of life and considerable damage to property and the environment. According to UNDP, close to 400 lives were lost and several hundred thousands left homeless after the hurricane hit Antigua, Saint Kitts and Nevis, Puerto Rico, the Dominican Republic, Haiti and Cuba. Over 1 million persons were affected by Hurricane Georges. In Haiti half a million are still homeless; 85 per cent of the housing stock in Saint Kitts and Nevis was damaged; more than 150,000 people are still in temporary shelters in the Dominican Republic; in Cuba, extensive damage to agriculture, especially banana and coffee plantations, has been reported. Total damage in the region is estimated at several billion United States dollars.

2. With the approval of the Secretary-General and the support of the Staff Committee, the United Nations staff at Headquarters have formed the United Nations Staff Relief Committee to appeal for funds to alleviate the suffering of the victims of the hurricane. Ms. Valencia Williams (Department of Management) and Ms. Myriam Dessables (Department of Public Information) are Co-Chairpersons of the Committee, with Mr. Louis Germain (Department of Public Information) as Secretary, Ms. Greta Salsbury (Department of Economic and Social Affairs) as Treasurer, and Ms. Michele Chapoteau (United Nations Population Fund), Mr. Thomas Cortijo (Department of Management), Mr. Pierre Perodin (Department of Public Information) and Mr. Clarence Clarke (Staff Committee) as members.

3. Starting Friday, 30 October 1998, contributions in cash will be collected by authorized staff members on behalf of the Committee. All proceeds will be donated through an appropriate relief agency.

4. Contributions may also be made by cheque payable to the United Nations Staff Relief Committee for Victims of Hurricane Georges in the Caribbean, addressed to the Treasurer, Ms. Greta Salsbury, room DC2-1432. Volunteers are requested to help in the desk-to-desk collection of contributions for this worthy cause. If you can help, please contact the Treasurer.

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* Expiration date of the present information circular: 30 November 1998.

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